

APPLICATION FOR RECORDS RETENTION SCHEDULE

GEORGIA DEPARTMENT OF HUMAN RESOURCES
OFFICE OF ADMINISTRATIVE SERVICES
RECORDS MANAGEMENT UNIT

For instructions on completing this form contact DHR Records Management Unit, 47 Trinity Avenue, Atlanta, Georgia 30334. Phone - (404) 656-4976 GIST: 221-4983

DHR Application Date 8/20/82 Application Number 82-39		1. GEORGIA DEPARTMENT OF HUMAN RESOURCES Division of Public Health Vital Records Section Room 217-H 47 Trinity Ave. S.W. Atlanta, Ga. 30334		ARCHIVES AND HISTORY Application Number 74-407-A Date Received AUG 25 1982 Date Completed OCT 25 1982	
2. Person to Contact Mike Lavoie		Working Title Director		Telephone Number 656-4750	
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 74-407 Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void					
4. Dates of Series Earliest 1919 Latest continuing		5. Records Series Title (followed by title used in office, if different) Divorce or Annulment Files			
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? <p>The Division of Public Health, through the leadership of the Director, is responsible for the administration, direction, and coordination of the public health programs throughout Georgia. This is accomplished by the establishment of health standards for business, housing and field operations; the improvement of the physical and dental health of adults and children; the diagnosis and control of diseases; the monitoring of supplies of drinking water; and the daily State-wide program of registration, statistical coding, certification, preservation of certificates for births, marriages, divorces, annulments of marriages, and deaths that occur each year in the State.</p> <p>The Vital Records Section has the responsibility to provide services for the registration, statistical coding, certification, and preservation of records of birth, death, fetal death, marriage, divorce, annulments of marriage, adoptions, and legitimation of births which occur each year within the State.</p>					
7. Records Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file: Documents relating to: divorces and annulments granted in Georgia Included are: Form 3907 (Report of Divorce or Annulment Granted) which gives names and other information concerning individuals involved.					
The file is arranged : alphabetically by county each month, and indexed alphabetically by name of husband, cross-referenced by name of the wife. Each year an alphabetical index is output on microfiche.					
8. Monthly Reference Rate How often are records referred to which are: One to six months old _____ ; Seven to twelve months old _____ ; Thirteen to twenty-four months old _____ ; twenty-five months and older _____ ?					
9. Annual Rate of Accumulation or Records Letter-size drawers _____ ; Legal-size drawers _____ ; Shelves _____ ; Other (Specify) _____					

YES NO 10. Questionnaire (Place an "X" in the proper column)

X	a. Is this the official copy of the series? If not, where is it?
X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. Ga. Code Annotated, Part 2, Section 2, Title 31, Chapter 10, #31-10-25
X	c. Is this a vital record? Ga. Code Ann., Part 2, Section 2, Title 31, Chapter 10, #31-10-1 (17)
X	d. Does this series have historical or long term research value?
X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy.
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Copies sent to Local Custodians of Vital Records in each county
X	i. Is this series (or a major portion of it) regularly microfilmed?
X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

Ga. Code Ann., Title 31, Chapter 10, #31-10-25

- | | | | |
|--------------------------|-------------------------|-----------------------------------|--------------|
| a. State Law | permanent years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

(Certificate) - Cut off file at the end of each calendar year; hold in current files area 1 year; then retire to State Archives for permanent retention.

Maintenance instructions - Microfilm certificate file in duplicate each month, producing two original rolls.

(Monthly Microfilm File) - (1) Send one original to the National Center for Health Statistics, Dept. Health and Human Services. (Note: If this microfilm is returned destroy.) (2) Keep one original in Vital Records Office until obsolete, superceeded, or no longer needed for reference, then destroy.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	8-20-82	<i>Paul V. Murphy Jr</i>	8/20/82
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
State Auditor/Designee		<i>[Signature]</i>	10-19-82
Secretary of State/Designee		<i>Edward Ueldan</i>	10/14/80
Attorney General/Designee		<i>[Signature]</i>	10-20-82

or authorized reproductions shall be surrendered to the department when so ordered.

✓ 31-10-25. (a) To protect the integrity of vital records, to ensure their proper use, and to ensure the efficient and proper administration of the system of vital records, it shall be unlawful for any person to permit inspection of, or to disclose information contained in vital records or to copy or issue a copy of all or part of any such record except as authorized by this chapter and by regulation or by order of a court of competent jurisdiction. Regulations adopted under this Code section shall provide for adequate standards of security and confidentiality of vital records. The provisions of this subsection shall not apply to court records or indexes of marriage licenses, divorces, and annulments of marriages filed as provided by law.

(b) The department shall authorize by regulation the disclosure of information contained in vital records for research purposes.

(c) Appeals from decisions of custodians of vital records, as designated under authority of Code Section 31-10-6, who refuse to disclose information or to permit inspection or copying of records as prescribed by this Code section and regulations issued under this Code section shall be made to the state registrar whose decisions shall be binding upon such custodians.

(d) Information in vital records indicating that a birth occurred out of wedlock shall not be disclosed except as provided by regulation or upon the order of a court of competent jurisdiction.

(e) When 100 years have elapsed after the date of birth or 75 years have elapsed after the date of death or application for marriage, or divorce, dissolution of marriage, or annulment, the records of these events in the custody of the state registrar shall be transferred to the State Archives and such information shall be made available in accordance with regulations which shall provide for the continued safekeeping of the records.

(f) Official copies of records of deaths, applications for marriages and marriage certificates, divorces, dissolutions of marriages, and annulments located in the counties shall remain accessible to the public.

31-10-26. (a) In accordance with Code Section 31-10-25 of this chapter and the regulations adopted pursuant thereto:

(1) The state registrar or local custodian of vital records appointed by the state registrar to issue certified copies upon receipt of a written application shall issue a certified copy of a vital record in that registrar's or custodian's custody or abstract thereof to any applicant having a direct and tangible interest in

Records Retention Schedule

GEORGIA DEPARTMENT OF HUMAN RESOURCES
Department of Physical Health

Appl.
No.

Description

Disposition

74-407
Amends
193

DIVORCE OR ANNULMENT FILES -
Documents relating to divorces
and annulments granted in Georgia.
Included is form OAS (5)-7 (Report
of Divorce or Annulment Granted)
which gives names and other infor-
mation concerning individuals
involved. The file is arranged
alphabetically by county each
month, and indexed alphabetically
by name of husband, cross-referenced
by name of the wife. Each year
an alphabetical index is printed
by the computer.

Certificate file - Cut off
file at end of each calendar
year; then hold in current
files area 5 years; then
retire to State Archives for
permanent retention.

Microfilm certificate file
in duplicate each month.
Microfilm certificate file
in duplicate (for preceding
calendar year) each July
following cut off.

Monthly microfilm file - (1) send
one copy to National Center for
Health Statistics, Department of
Health, Education, and Welfare.

(2) hold second copy in Vital
Records Office and destroy when
annual microfilming is completed.

Annual microfilm file - (1) retire
one copy to Archives for permanent
retention. (2) keep one copy in
Vital Records Office; destroy
when obsolete, superseded, or no
longer needed for reference.

Index - destroy monthly printout
when updated copy received;
retain annual index for permanent
use.

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Department of Physical Health

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